

**Authorization to Make Pre-2006 Sick/Converted Sick Leave Balances
Available for Paid Absences**

I _____, choose to use some or all of my pre-2006 sick or converted sick leave balance(s) for paid absences as enumerated below:

Amount of pre-2006 Sick Leave to be made available for paid sick absences: _____

Amount of pre-2006 Converted Sick Leave to be made available for paid absences: _____

The availability of the above-designated leave is effective for the pay period beginning: _____

I understand that any of the pre-2006 (Program I) sick/converted sick leave will be used only when my post-2005 (Program II) sick/converted sick leave balance is zero. I further understand that the pre-2006 sick/converted sick leave made available for use should be used before I retire or terminate or by the end of the current leave year. Any unused pre-2006 sick/converted sick leave will be added back to my pre-2006 sick/converted sick leave balance before I retire or terminate or at the end of the current leave year, whichever comes first.

Signed: _____ Dated: _____ EIN: _____

HR/Payroll Technician: _____ Dated: _____